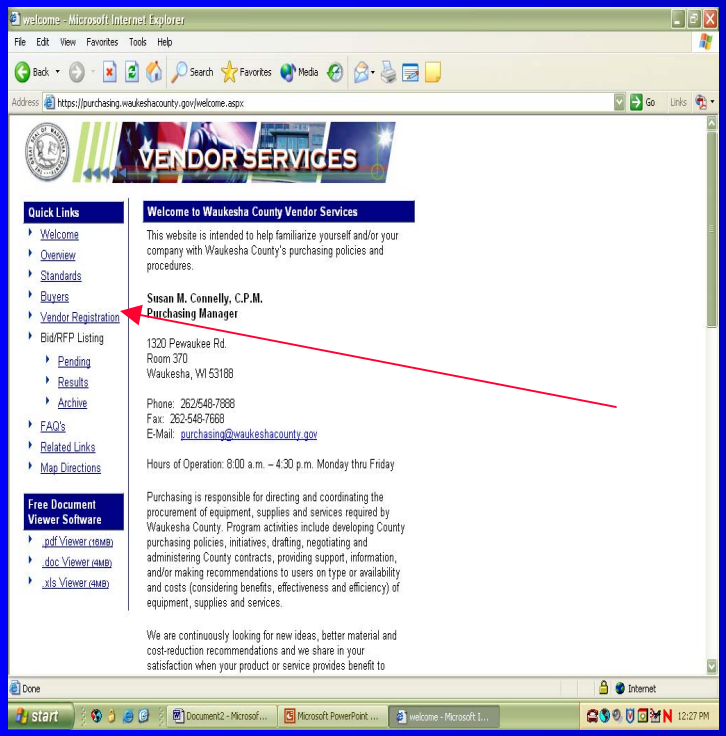
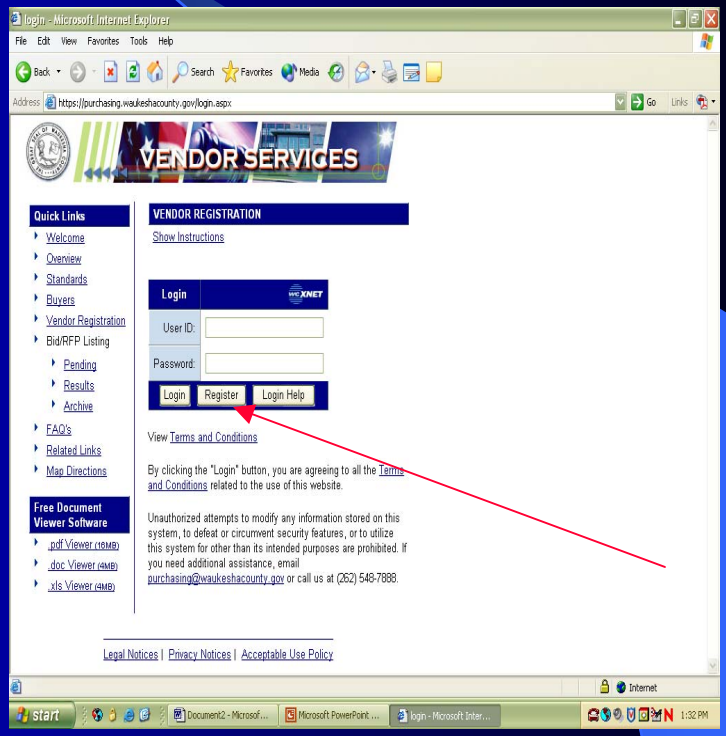
Waukesha County Purchasing

Online Vendor Registration Process

Go to:
https://purchasing.waukeshacounty.gov

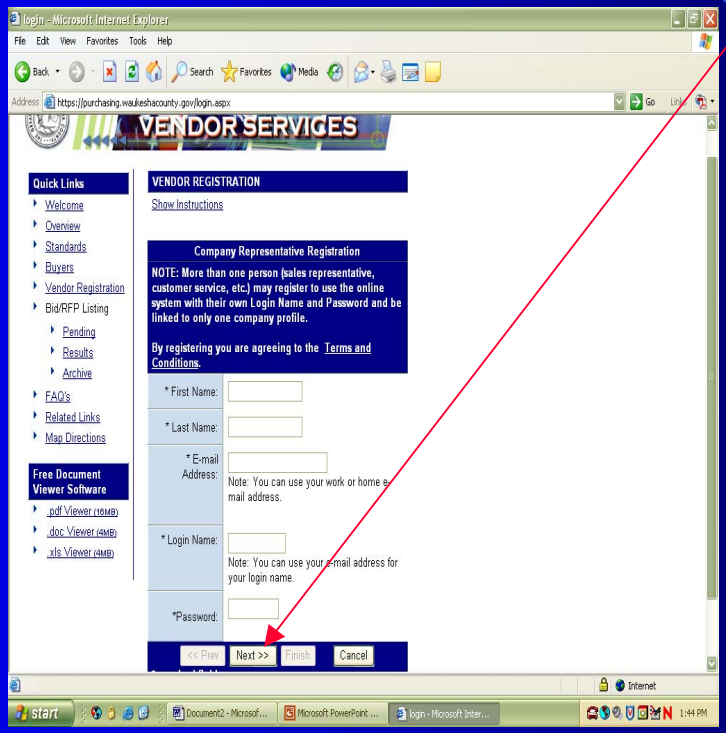




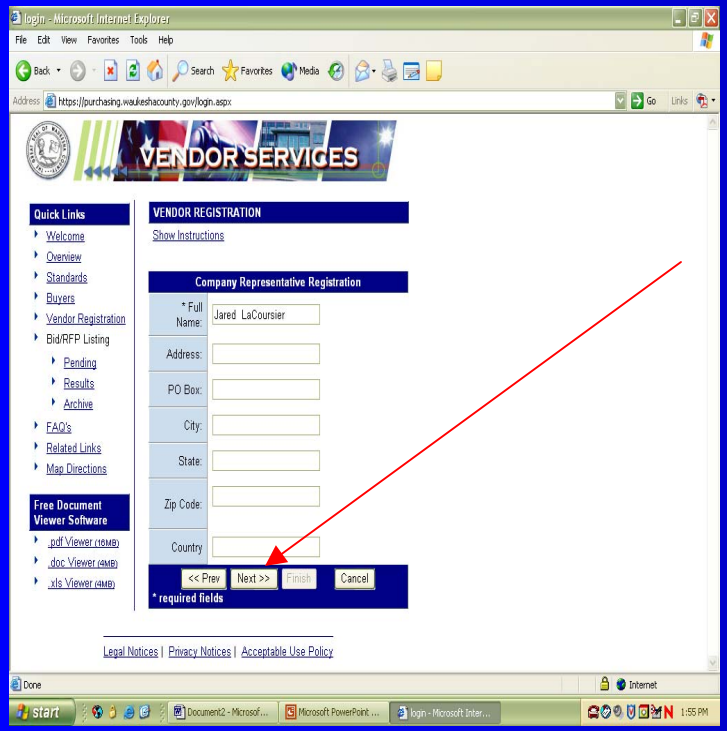
First -Click on
Vendor Registration

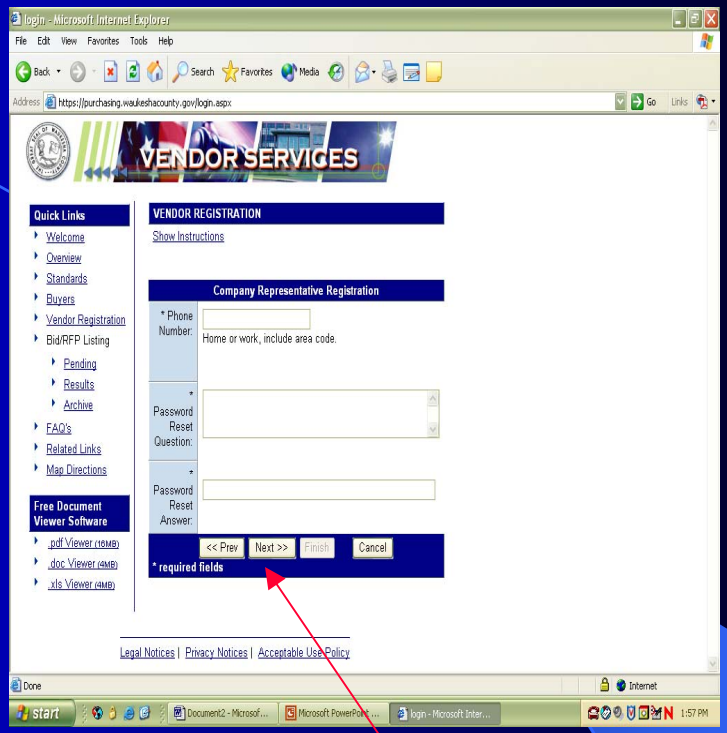
Then click on “Register”

Enter your first name, last name and email address.
Decide on a login name and password.
When complete, click the “Next” button.



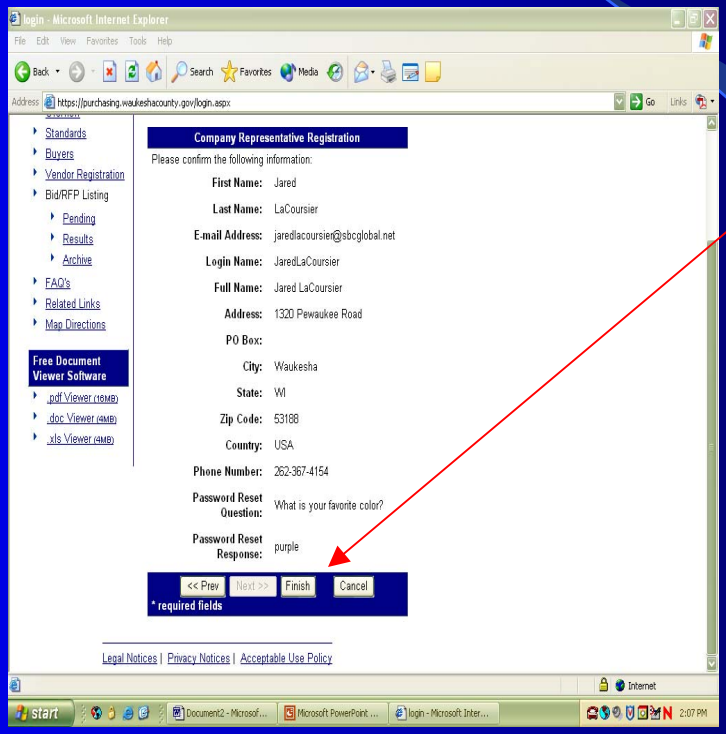
Fill in the Company Registration boxes. Click on the “Next” button located at the bottom of the screen.



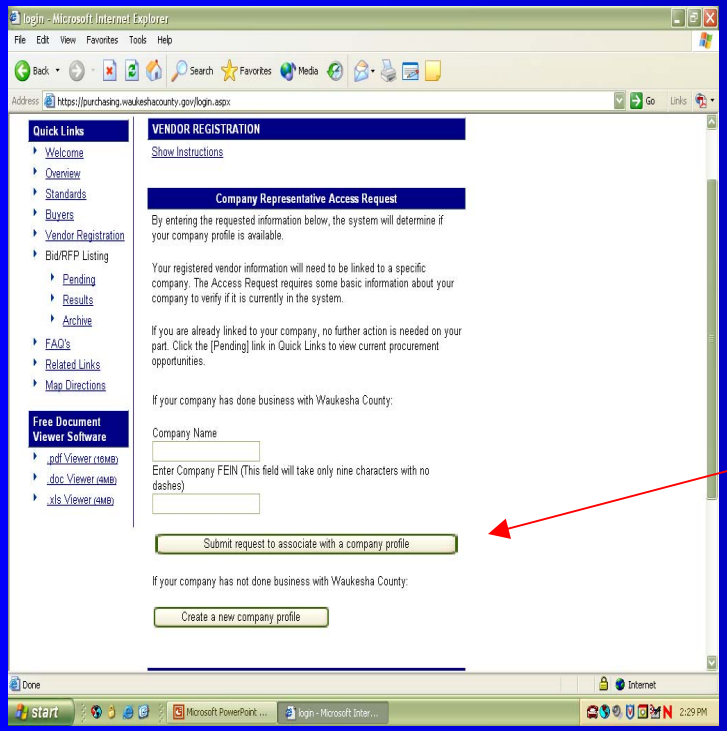


Enter your phone number with area code (including dashes) and enter a password reset question and answer. Click on the “Next” button located at the bottom of the screen.

The final screen shows all of the information you have entered thus far. Verify that all your information is correct. Press “Finish” when you are done.



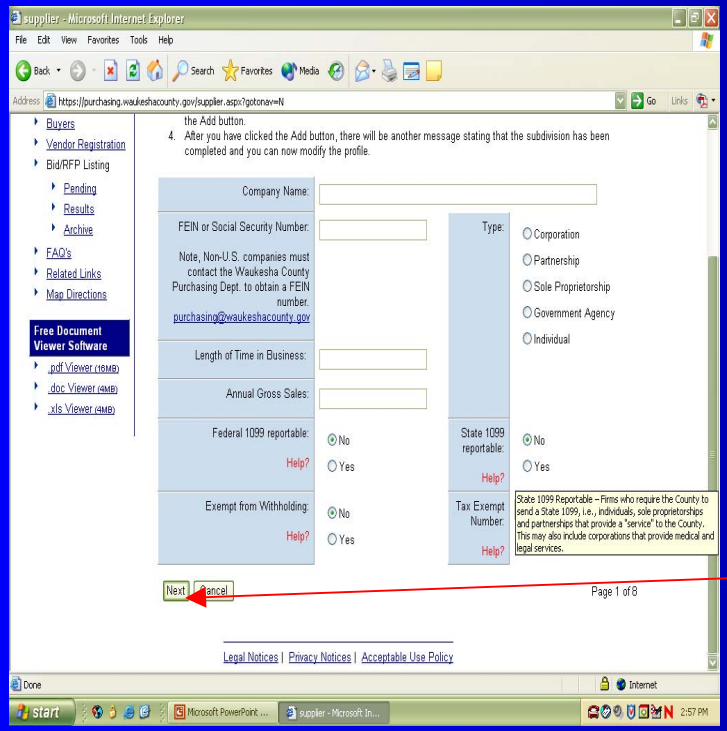
You will now be prompted to Enter a Company Name and/or FEIN number (Federal Employer Identification Number) to associate yourself with your company. You must use the correct FEIN number in order to properly register on the system.



After you have entered your FEIN number, click on the button that says “Submit request to associate with a company profile.”

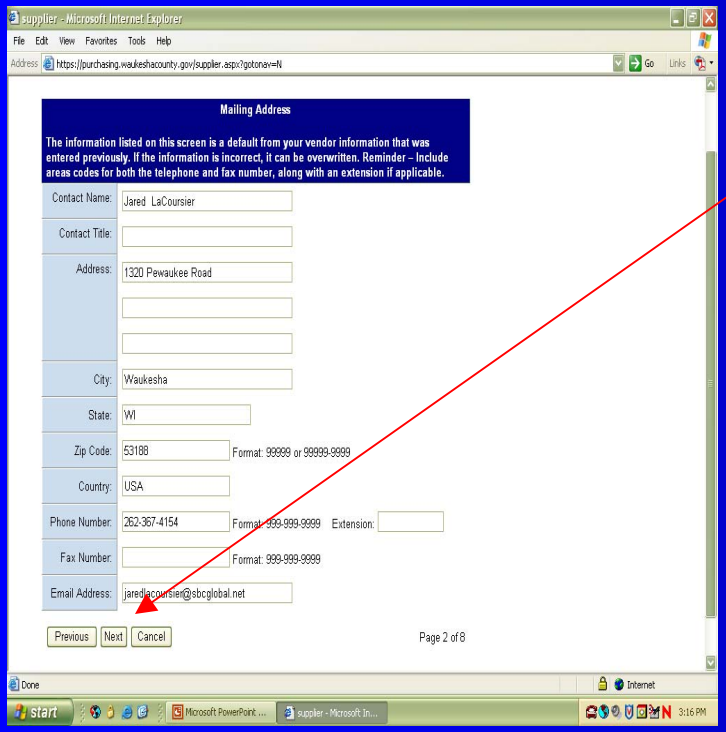
* A FEIN number is your company’s Federal Employer Identification Number and is similar to a social security number for an individual, each company has a unique number. This number distinguishes one company from another in our system.

At this point, you will either receive a message stating that the FEIN number that you entered does not match any companies in our records, or information will appear that we already have on file for your company. In either case you will need to complete the following steps to enter your company information or to verify/change any existing information to make sure it is current.



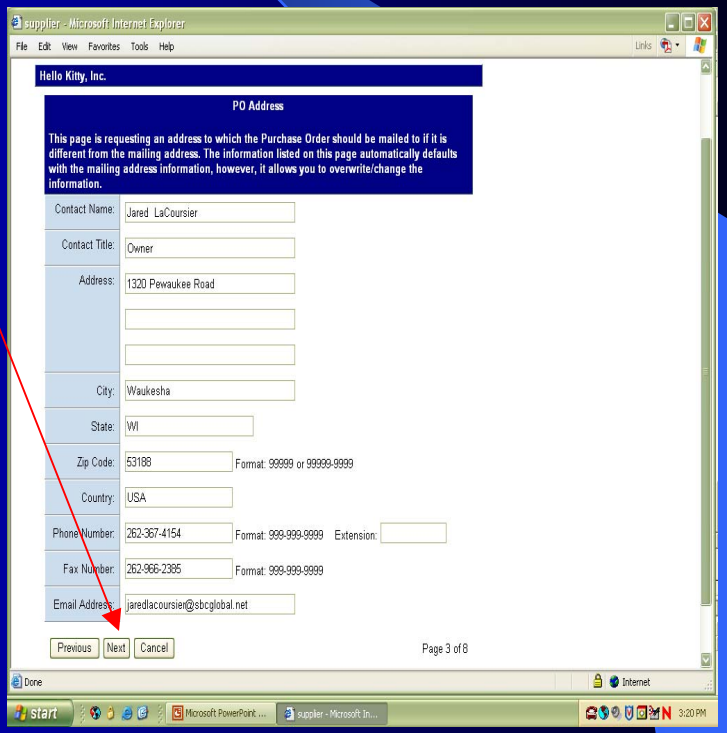
Fill in all of the required information on the screen, verify that all of the information that you entered is correct. If you are unsure about any of the tax items, click on the HELP? Link and read the descriptions. When you are finished click the "Next" button at the bottom of the screen.

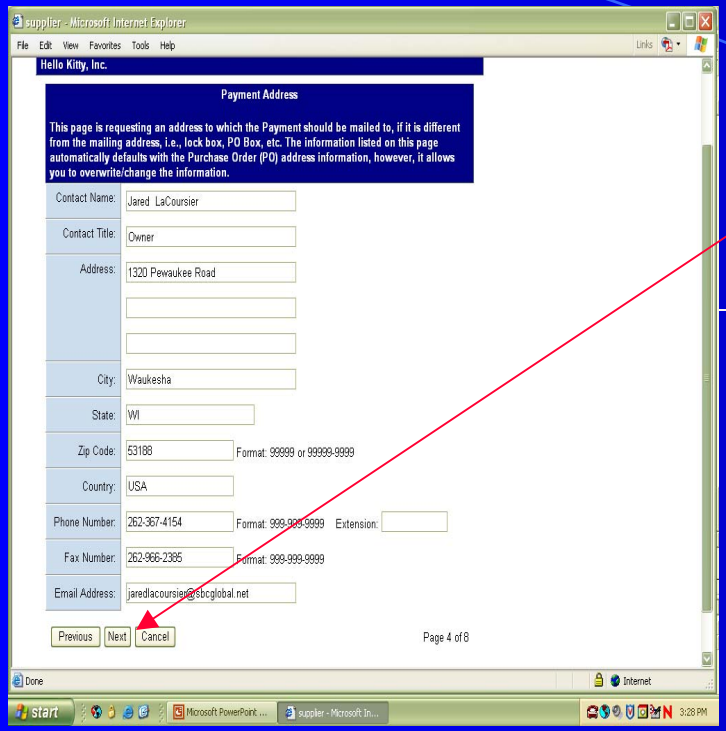
*All fields must be filled in to proceed. A message in red will appear if one or more of the fields is incomplete.



Enter a company mailing address and click “Next."

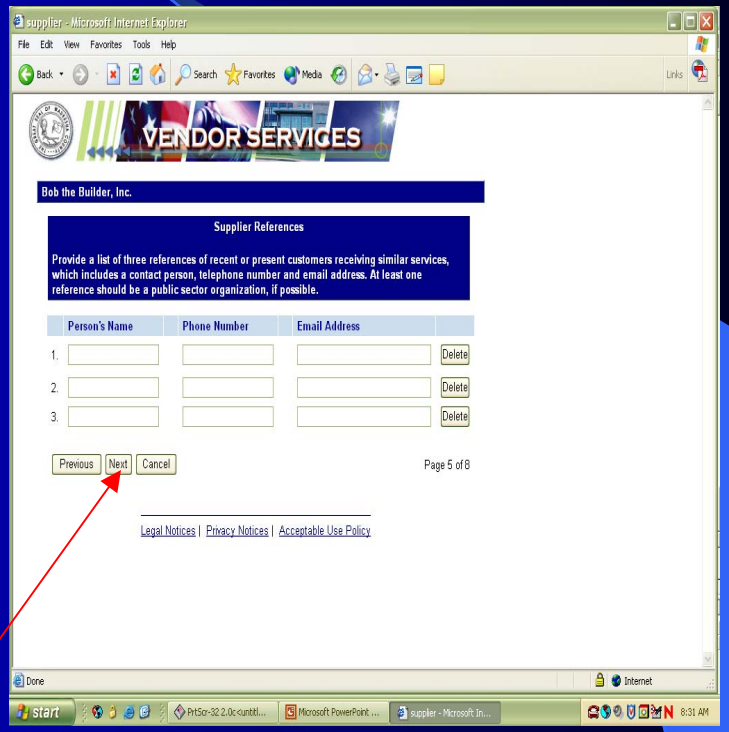
Enter a company PO address and click “Next.”

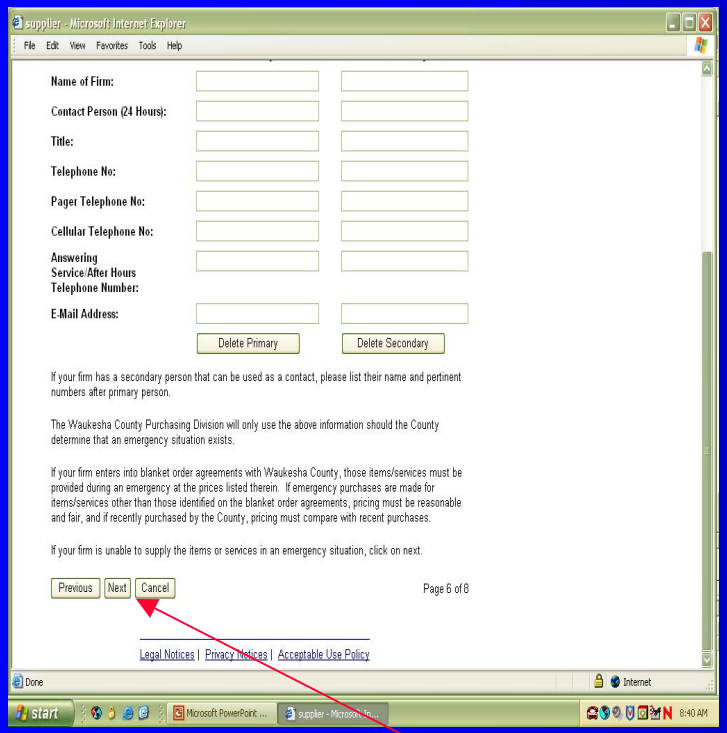




Enter a company Payment Address and click “Next.”

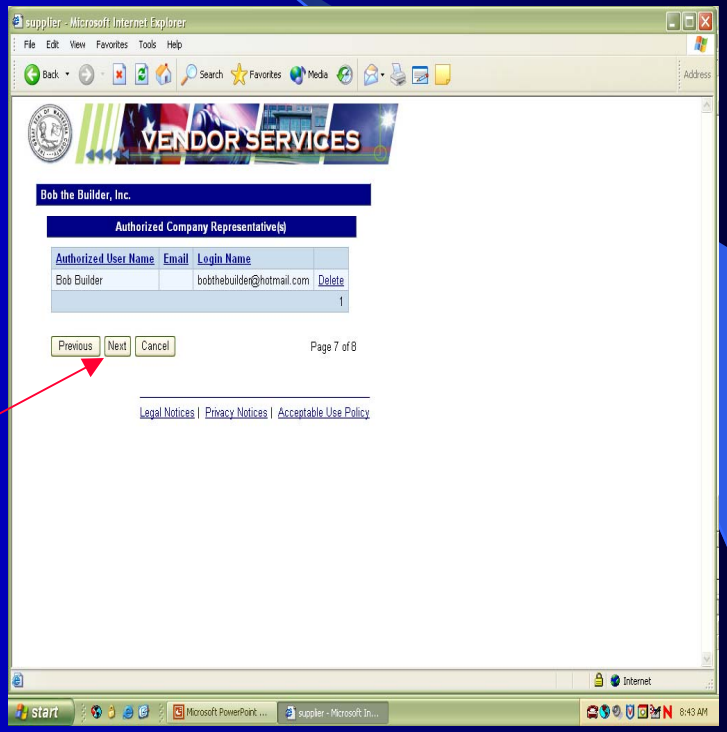
Provide three references for your company. Fill in the information completely and click “Next.”

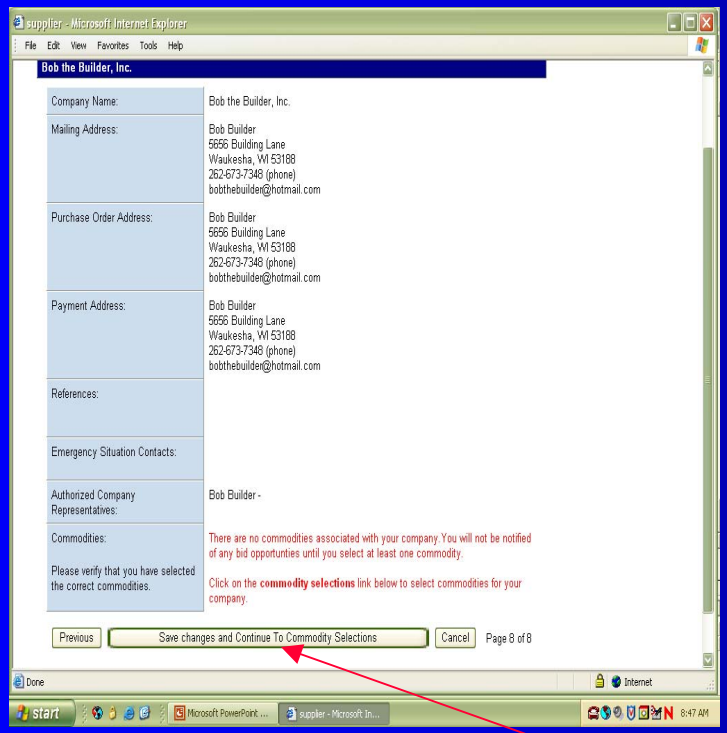




If you are able to provide goods/services to the County in the event of a disaster, please fill in the requested information and click “Next” – if not – just leave this section blank and click “Next.”

This screen will show you as an Authorized Company Representative – with your username and email address. Verify that this information is correct and click “Next.”



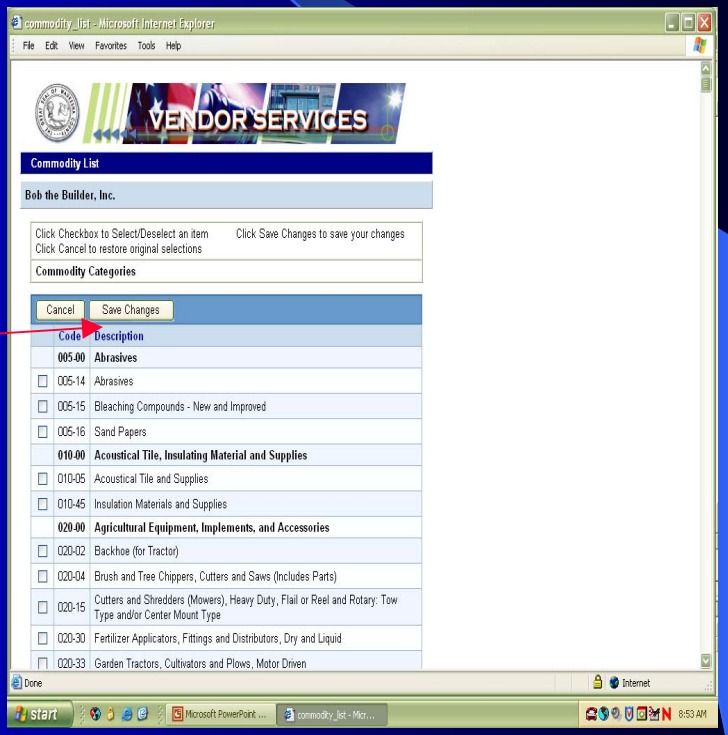


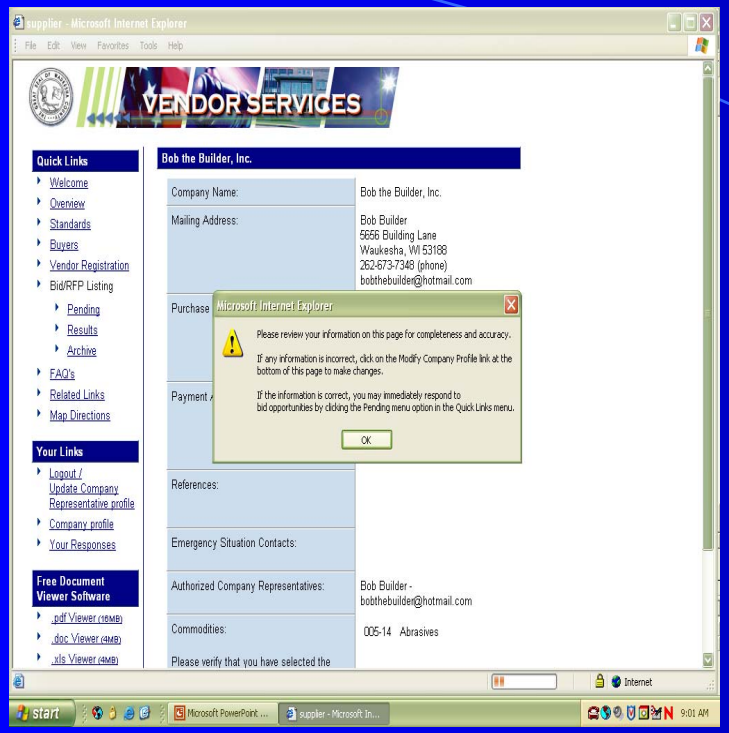
This screen will give an overview of all the company information that has been entered thus far. If it is correct, click the button that says “Save changes and continue to commodity selections.”

If any of the company information listed is incorrect, hit the “Previous” button and change any company information that is incorrect.

Choose the commodity/services that your company provides by clicking on the box next to the commodity code. If you cannot find the exact match for the commodity or service that your company provides, pick the closest possible commodity listed.

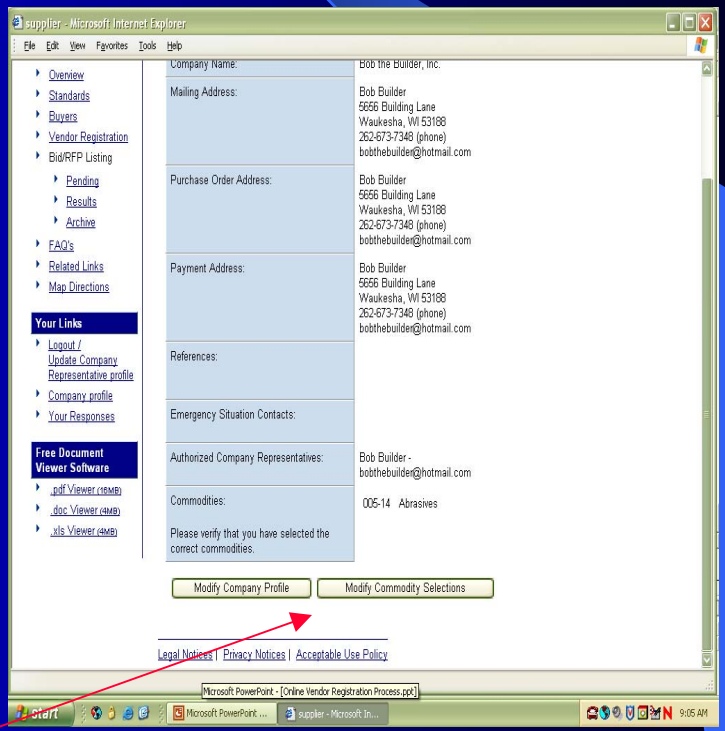
When you are finished with your selections, scroll back to the top of the screen and click on “Save Changes.”



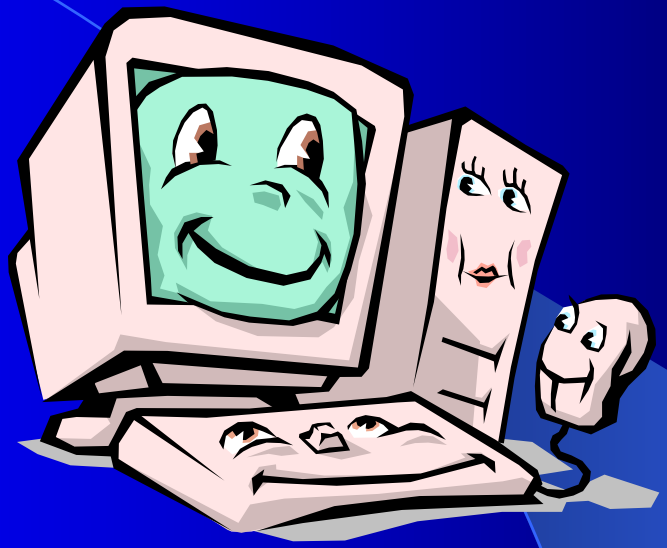


A warning box will appear asking you to verify all of the information on the final page. If the information is correct, you are finished registering and may immediately respond to bids online (click on “Pending Bids”).

If something is incorrect, you may click on the button that says “Modify company profile” or Modify commodity selections and change what you need to.



This completes the registration process.



Vendors will receive email notifications of Bids/RFP's, based on the commodities you identified upon registration.

Other than receiving email notifications, it is recommended that on a weekly basis vendors view the Bid/RFP Pending List on our website.